

26 December 1946

*File*

MEMORANDUM FOR THE EXECUTIVE FOR PERSONNEL AND ADMINISTRATION

Subject: Proposed Delegation of Authority

Enclosure: a. Proposed Delegation of Authority to Sign Purchase Orders

1. Enclosed is a proposed Delegation of Authority, authorizing the Chief, Supply Section, Services Division, to enter into and sign unnumbered contracts where the payment is to be made in a single remittance and the amount involved is less than \$2,000. This authority was requested by the Assistant Chief, Services Division, in a memorandum to the undersigned, dated 23 December 1946, a copy of which is attached.

2. General Regulation No. 51, issued by the General Accounting Office, provides that procurement transactions of less than \$2,000 involving a single remittance are to be supported by an unnumbered contract. The proposed Delegation of Authority will authorize the Chief, Supply Section, to sign only those unnumbered contracts.

  
Assistant General Counsel

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cc: 